

# **SIS2000+ Training Manual**

## **Services & Programs:**

### **Using Service Manager**

#### ***Purpose***

Student "Services" are non-curricular services provided to students by the school staff, health professionals, or other providers. Examples of such services would be any type of therapy (physical, speech, behavioral), any type of counseling, tutoring service, or any meetings regarding the welfare of the student or dictating a plan of action for a student (such as an IEP). For each service administered, basic information is tracked in a separate Student Services application about the type of service and the date and time it was provided.

The Service Manager application is a query utility for tracking Services administered based on a specified set of criteria, such as date range, student status, completion status, service status, etc. When a list of qualifying Services is retrieved by the query, all attributes of those Services can be edited (with the exception of the Service name and the name of the student to which the Service was assigned). A practical application of this program would be to retrieve a list of Services that were scheduled to happen in a particular date range and then check off the ones that were actually completed by changing their Status fields from "Scheduled" to "Provided".

The Service Manager is different in function to the related Student Services application in that the Manager will retrieve a list of Services based on their attributes whereas the Student Services application tracks the history of Services on a per student basis. Therefore, the Manager application provides a quick way to review a set of Services across a set of students.

#### ***Training Objectives***

Define a query.

View / Sort results of query.

Edit results of query.

#### ***Accessing Service Manager***

From the SIS2000+ Main Menu, click on the Services & Programs button. From there, click on the Service Manager button.

## Tasks

### Defining a query

Claremont High School - Service Manager

File Sort Help Date: 10/05/1998

Service Selection Criteria Service Data

☒ Service Date

☐ Student

☐ Completion Status

☐ Service Status

☐ Recheck

Start Date End Date

Enrollment Active Students Find

Student

☐ Complete ☒ Incomplete

☐ Needed ☐ Not Needed

Start Date End Date

Edit Save Quit

#### **Service Manager Main Screen**

There are two information screens in the Service Manager main screen:

The 'Services Selection Criteria' screen is used to define the parameters for a query.

The 'Service Data' screen displays the results of the query applied.

#### **Define a Query:**

When the Service Manager Main Screen comes up, there are five categories that can be used for selecting criteria: Service Date, Student, Completion Status, Service Status, and Recheck. Check each box on the left side that you wish to choose as criteria for your query. Enter your query information. The choices are described below:

**Service Date -**

Define a Service date range to query by entering a Start Date and an End Date using the drop-down calendar in each field.

**Student -**

A group of students can be queried or an individual student can be queried. To query an individual student click on the Find command button to open the 'Student Search Form'

**Completion Status -**

Select Complete or Incomplete.

**Service Status -**

Select a Status to query from the drop-down list.

**Recheck -**

This attribute indicates whether a follow-up was specified in the Student Services procedure. If "Needed" is checked, enter a date range of the recheck in the Start Date and End Date fields using the drop-down calendar. If "Not Needed" is checked, then the date range fields will be disabled and the query will only look for those Services that did not require a recheck.

*View / Sort results of a query*

Click on the 'Services Data' tab to view the Service records retrieved by the current criteria. Only those records that satisfy all of the criteria defined in the previous step will be retrieved.

Student	Service	Date	Status	Cmpl
Abbott, Linda P [15123457]	Artistic Apptitude Analysis	06/04/1998	Provided	<input checked="" type="checkbox"/>
Abbott, Linda P [15123457]	Raymond's services	06/04/1998	Canceled	<input checked="" type="checkbox"/>
Abbott, Linda P [15123457]	Raymond's services	06/05/1998	Provided	<input checked="" type="checkbox"/>
Abler, Joseph A [15123458]	Raymond's services	06/05/1998	Provided	<input checked="" type="checkbox"/>
Tanner, Brooke L [15125222]	Quality Assurance	06/04/1998	Provided	<input checked="" type="checkbox"/>
Tanner, Charity A [15125224]	Raymond's services	06/04/1998	Provided	<input checked="" type="checkbox"/>
Tanner, Jarvis L [15125226]	Artistic Apptitude Analysis	06/04/1998	Provided	<input checked="" type="checkbox"/>

Remarks for selected service: testing

Edit Save Quit

**Services Data Screen**

The sort order may be changed by clicking on the column header.

### *Edit results of a query*

To edit the results of a query, click on Edit. Use the Tab key to move from field to field within the record. Use the up or down arrow keys to move to another line and edit.

Save your changes.